Contact Robert Johnson for access rights: Robjohnson@utah.gov

OSDC dcART System Quick Reference Sheet

Go to http://dcart.utah.gov Enter your lan login password

To view an account: ALL CAPS ONLY - use wildcard with first name in case middle name is also entered

Click on Account Search

Type in the Account Number, or Last Name, or First Name (wildcards are ok)

Click on the Account Number.

From this screen you may view Other Accounts, Transaction History, Payments, Adjustments, or Recall

To recall (close and return) an account:

Use the same process as used to view an account. From the ACCOUNT VIEW screen:

Click on Recall Account

Enter a reason for the recall

Click on Recall Account

Click on Finish

To calculate a payoff:

Use the same process as used to view an account. From the ACCOUNT VIEW screen:

Click on Payoff:

Enter either the Payoff Date or the Payoff Days

Click on Calculate: The system will calculate the payoff total

To write-off an account (note some agency receivables are written off at the time the account is sent to OSDC. For those agencies, this section is not-applicable)

Click on Write-off Menu

Please click on the \pm sign and review the instructions

Click on one of the choices: <u>Less than \$25.00</u>, <u>\$25.00-\$1,000</u>, <u>Greater than \$1,000</u>

Select the Accounts you wish to write off and input a note explaining the reason for the write-off. Click on Send Email/Request Write-Off

Use the Account Listing to view a list of accounts for various criteria

Use the <u>Placement Report</u> to view the number and dollar amount of placements, adjustments, interest and collections by month and year

To view the detail that makes up each amount click on the field under the # sign.

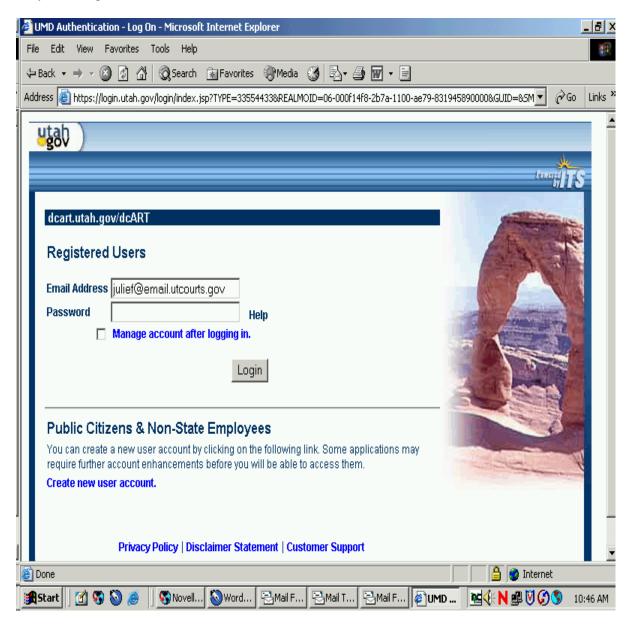
Use the Activity Report to view a list of activity by month.

Click on the underlined numbers for a list of accounts making up the number

The Balance Report lists the ending balance for each fiscal month (will be more meaningful as time passes)

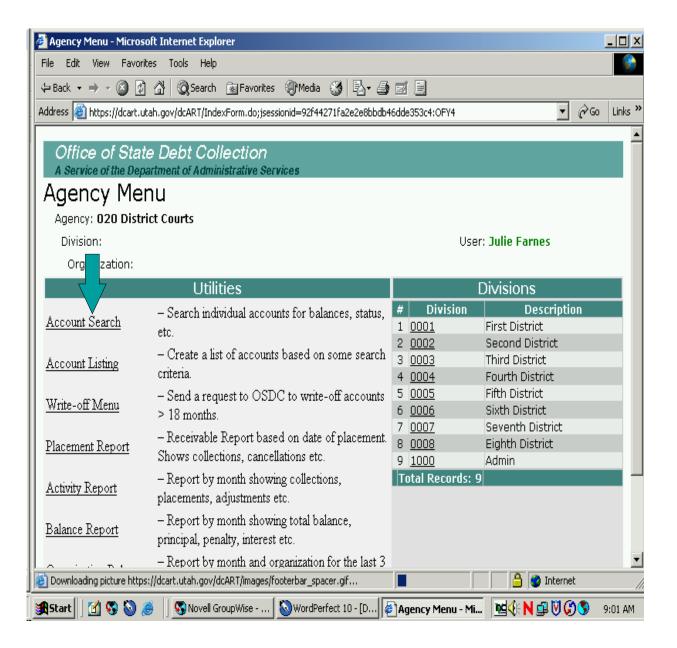
The Balance Organization Report report by month and organization for the last 3 months.

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Enter your LAN password



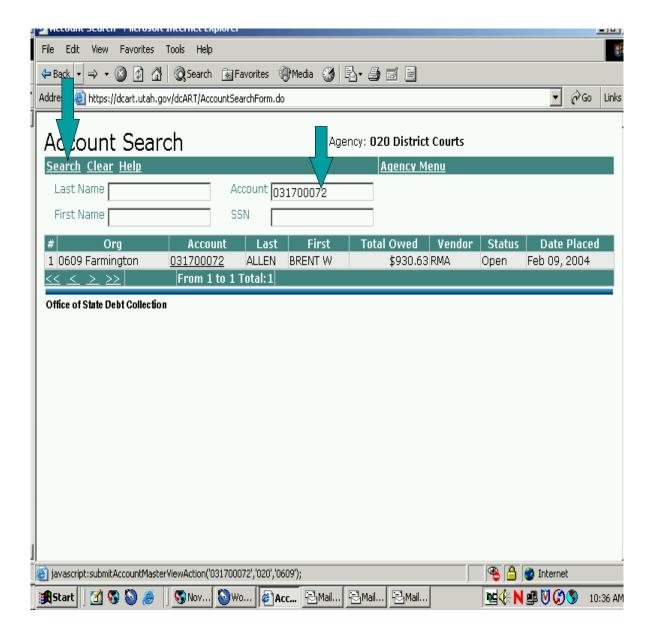
Select 'Account Search' (to bring up individual cases)

Other selections on this screen may also benefit when needing to see all cases sent to OSDC in the last three months, prior years etc. Grand totals are displayed that reflect principal and collection costs etc.



Enter Name (must be **all caps**-wild card works) or Account Number click on "SEARCH"

The bottom part of the screen display case. Double click on the case number (*Account*) to reveal defendant information.



Click on transaction history to see payments made, fees charged:

